



Jones County Tax Office
P.O. Box 87
Trenton, NC 28585
(252) 448-2546

Date: _____

Address Request Application

Please notice the requirements:

1. A copy of the recorded deed **must** accompany the Address Request Application.
2. All splits of land must have a recorded Parcel ID Number.
3. Applicants must indicate where the structure is going to be located by placing markers on the lot.
4. Applicants must also indicate which road the structure will face.
5. Applicants must also indicate location of driveway that connects to road.
6. Subdivisions may take up to 3 weeks or longer depending on the complexity.

After all requirements are met and the address has been assigned, a confirmation letter will be mailed to the property owner at their current address.

Please Note: We do not assign addresses to vacant lots. Processing time is usually 3-7 working days **after** the requirements have been met.

Property Owners Name: _____

Property Owners Current Mailing Address: _____

Parcel ID Number: _____ - _____ - _____ - 00

Type of Structure:

_____ Single Wide Mobile Home
_____ Double Wide Mobile Home
_____ Commercial or Business
_____ Other (Please Specify) _____

_____ Modular Home
_____ House

Which road will the structure face? _____

Resident's Name (Person who will be living at the address) _____

Contact Information

Name: _____

Phone Number: _____ **Cell Phone #:** _____

Address: _____

Email Address: _____

Office Use Only

Date of Application Received: _____ Date Address Assigned: _____

Copy of Recorded Deed Yes _____ No _____

Address: Approved _____ Denied _____ Permanent _____ Temporary _____

Address Assigned: _____